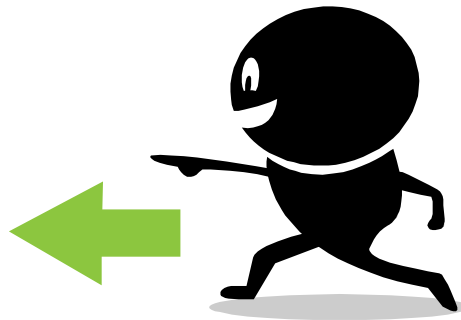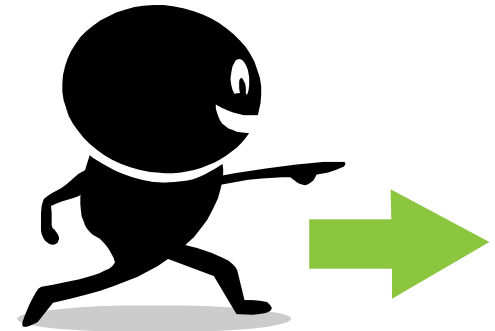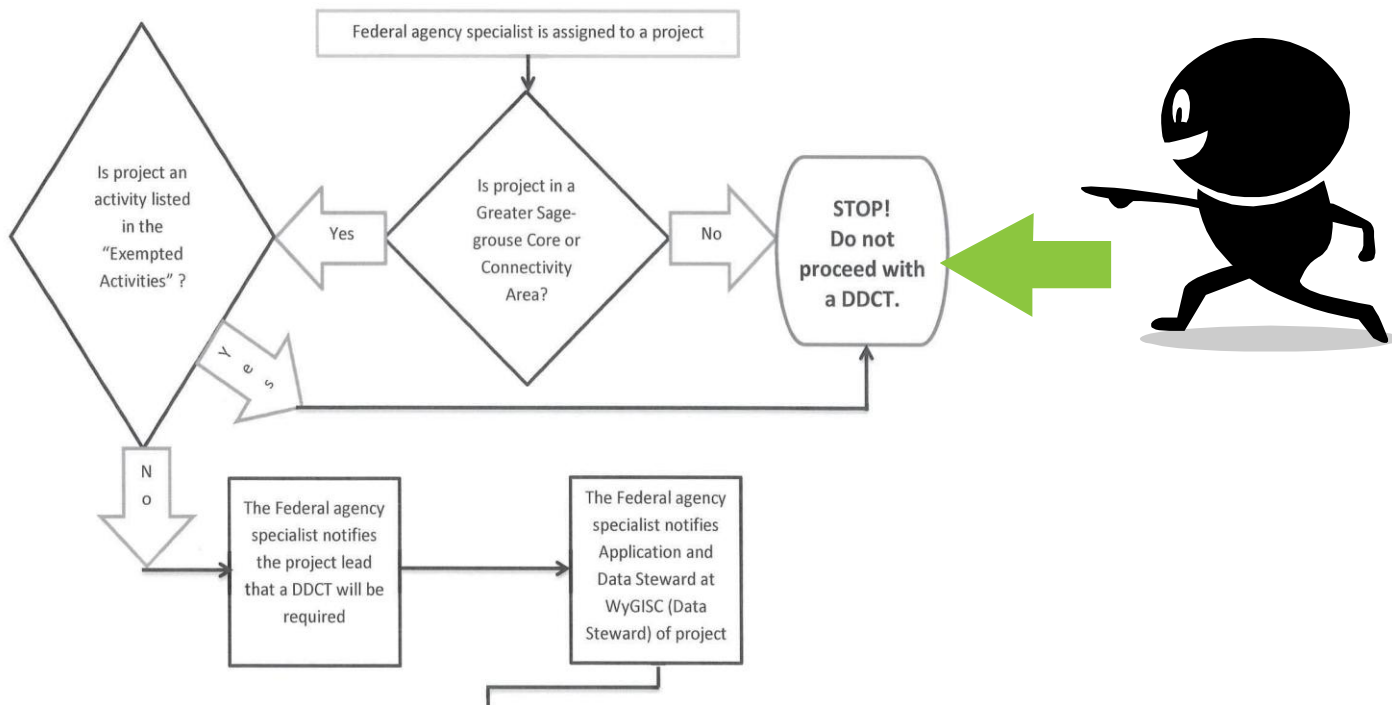THE AND

AND AND

OF BLM IM WY-2013-035:
Step-by-step Cooperative Strategy for Use of
Web-based Density and Disturbance
Calculation Tool (DDCT)

Instructions for the use of the web-based DDCT (see also Attachment 4):

For any new activity or development proposal submitted to or proposed by a BLM Wyoming Field Office:

1) The Federal agency specialist determines whether the project is in a Greater Sage-Grouse Core or Connectivity Area.
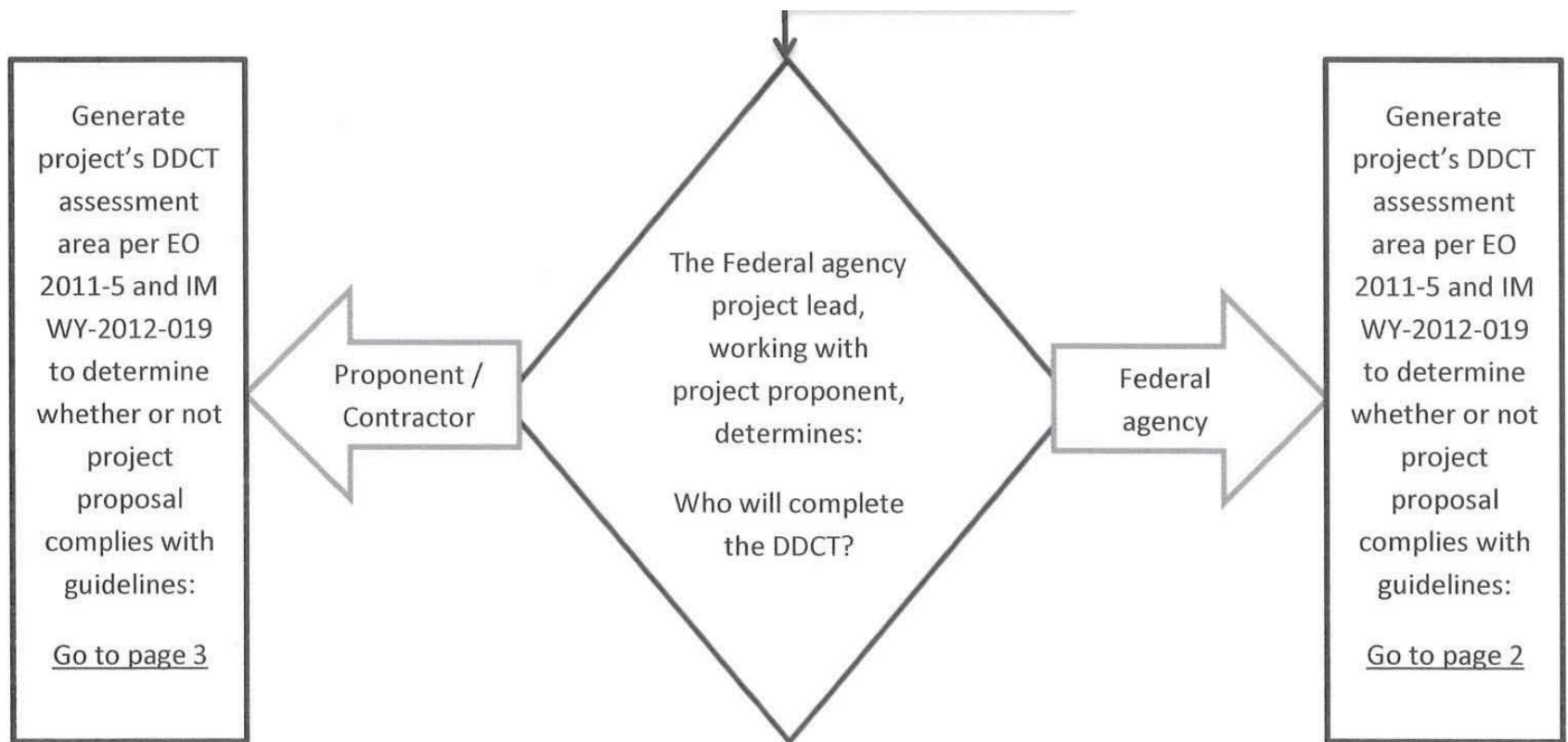
   a. If the project is located within a Core or Connectivity Area, is the project an activity that is listed as Exempt ("de minimus") Activities" listed at https://ddct.wygisc.org/ddct-cap-faqs.aspx

      i. If yes, then **no DDCT is necessary** and analysis of impacts will continue as provided for in the National Environmental Policy Act.

      ii. If no, then:

          1. The specialist notifies the project lead that a DDCT will be required.

          2. The specialist notifies the Application and Data Steward at WyGISC (wygiscweb@uwyo.edu), from here on referred to as Data Steward, of the   existence of the project.
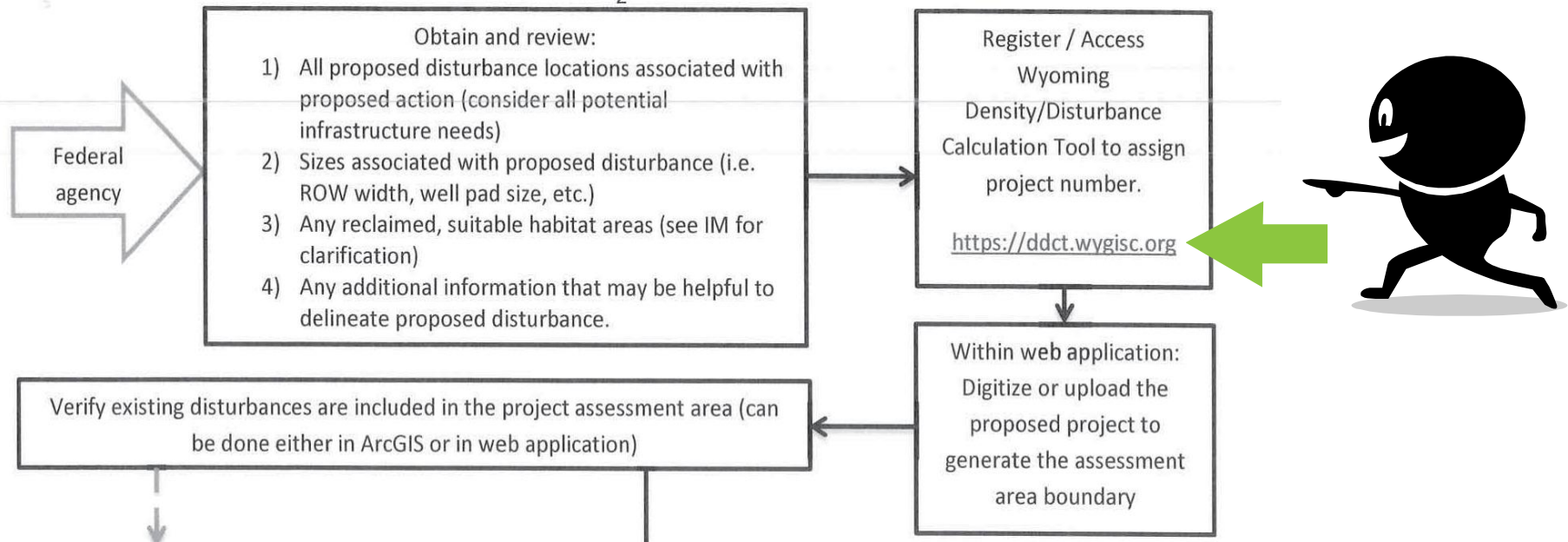
   b. If the project is not located within a Core or Connectivity Area, then **no DDCT is necessary** and analysis of impacts will continue as provided for in National Environmental Policy Act.

| Generate project's DDCT assessment area per EO 2011-5 and IM WY-2012-019 to determine whether or not project proposal complies with guidelines: Go to page 3 | Proponent / Contractor | The Federal agency project lead, working with project proponent, determines: Who will complete the DDCT? | Federal agency | Generate project's DDCT assessment area per EO 2011-5 and IM WY-2012-019 to determine whether or not project proposal complies with guidelines: Go to page 2 |

2) The project lead, working with the project proponent, determines who will complete the DDCT.
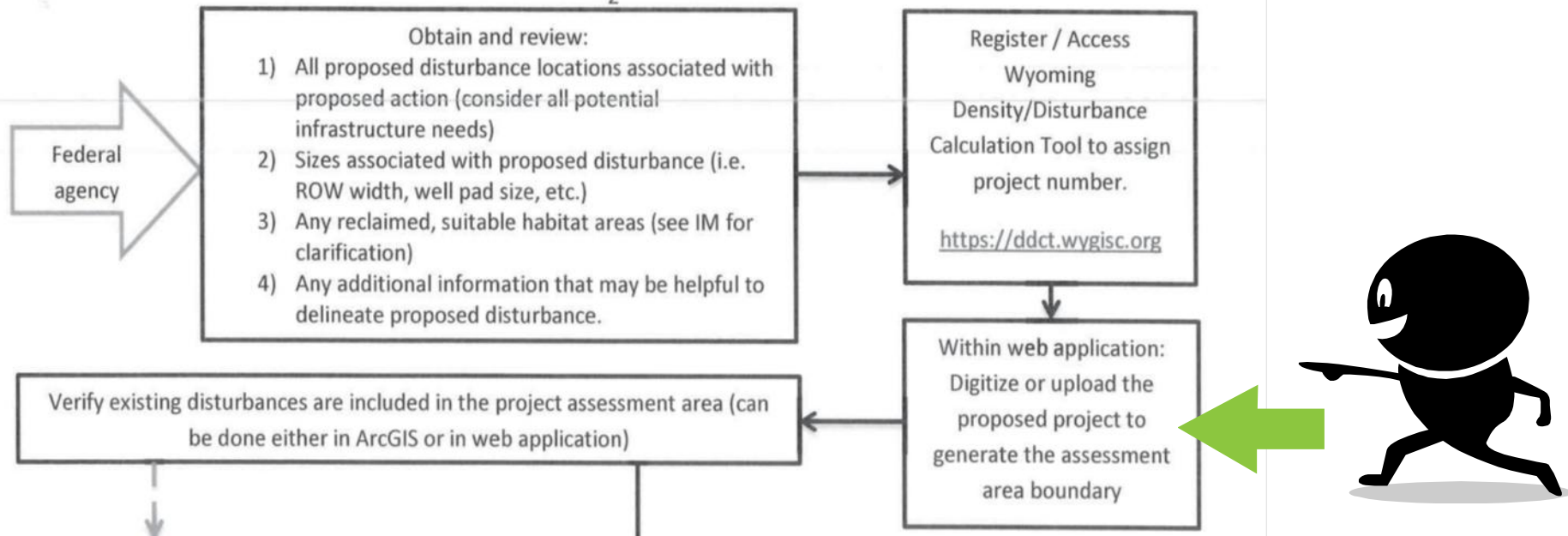
a. If it is determined that the BLM specialist will complete the DCCT, proceed to step 3.

b. If it is determined that the proponent/contractor will complete the DDCT, proceed to step 4.

The BLM specialist uses the DDCT process to determine whether or not the project proposal is consistent with guidelines contained in SGEO and WY IM No. 2012-019 or subsequent Resource Management Plan (RMP) Revisions/Amendments:

a. Obtain and review:

   i. All proposed disturbance locations associated with the proposed action, including the best estimate of infrastructure location/needs.

   ii. Disturbance areas typically associated with the proposed disturbances (i.e. ROW width, well pad size, etc.).

   iii. Any reclaimed/suitable habitat areas (those that were determined to be or calculated as disturbed in previous DDCTs and are now reclaimed to suitable or trending toward suitable in cases of wildfire – see https://ddct.wygisc.org/ddct-cap-faqs.aspx - Wildfires within a DDCT, Suitable Sage-Grouse Habitat Definition, Vegetation Monitoring for Suitability Criteria, etc.).

   iv. Any additional information that may be helpful to delineate proposed disturbances.

b. Register and/or access the Wyoming Density/Disturbance Calculation Tool **(https://ddct.wygisc.org)** to log project and obtain an assigned project number.

c. Within the web application, digitize or upload the proposed project. The tool will generate the project assessment area boundary (i.e., DDCT boundary).

d. Verify all existing disturbances are included and/or digitize any existing disturbances not yet accounted for within the project assessment area by digitizing disturbance using the web application or by uploading ArcGIS shapefiles.
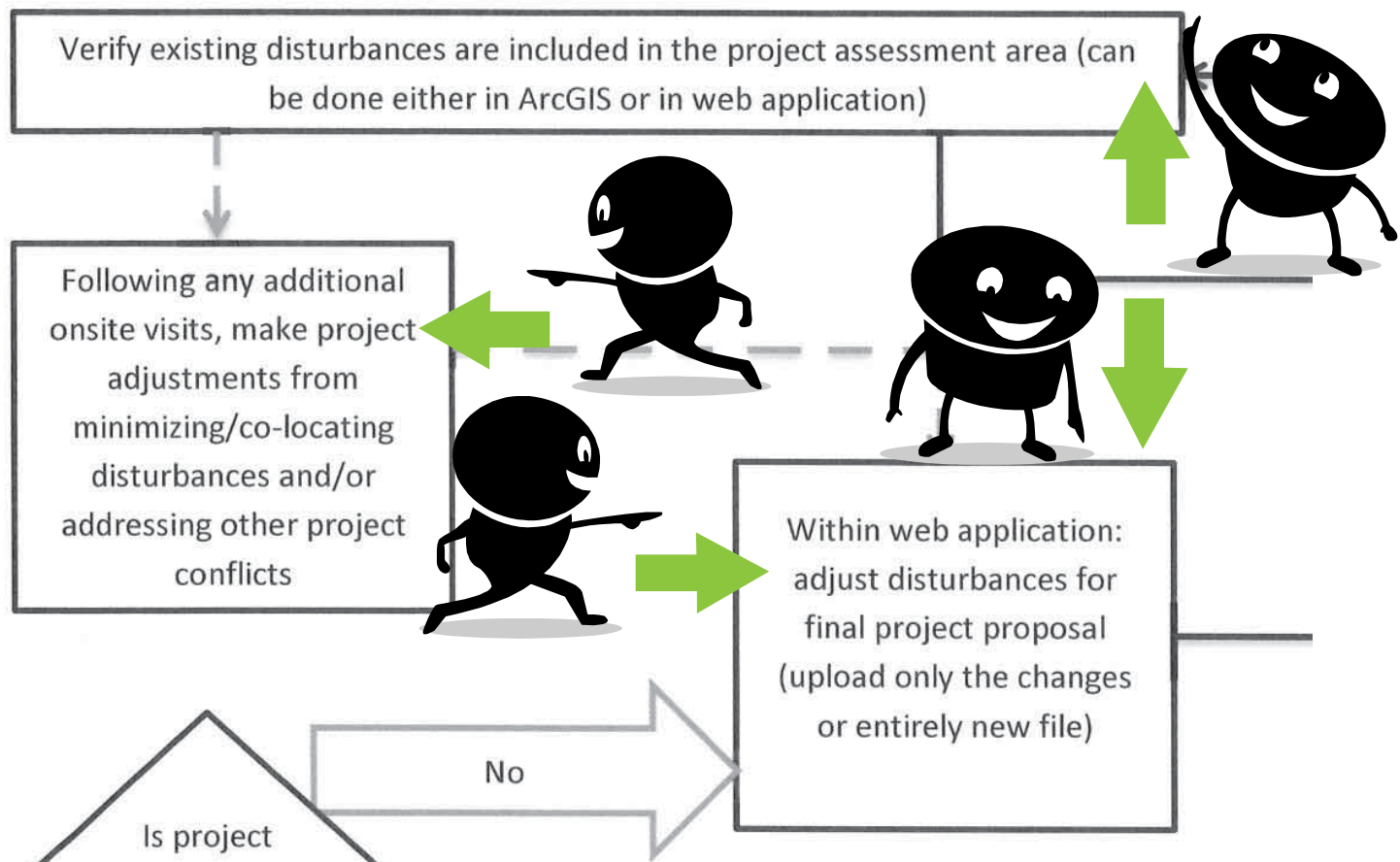
The BLM specialist uses the DDCT process to determine whether or not the project proposal is consistent with guidelines contained in SGEO and WY IM No. 2012-019 or subsequent Resource Management Plan (RMP) Revisions/Amendments:

a. Obtain and review:
   i. All proposed disturbance locations associated with the proposed action, including the best estimate of infrastructure location/needs.
   ii. Disturbance areas typically associated with the proposed disturbances (i.e. ROW width, well pad size, etc.).
   iii. Any reclaimed/suitable habitat areas (those that were determined to be or calculated as disturbed in previous DDCTs and are now reclaimed to suitable or trending toward suitable in cases of wildfire – see https://ddct.wygisc.org/ddct-cap-faqs.aspx - Wildfires within a DDCT, Suitable Sage-Grouse Habitat Definition, Vegetation Monitoring for Suitability Criteria, etc.).
   iv. Any additional information that may be helpful to delineate proposed disturbances.

b. Register and/or access the Wyoming Density/Disturbance Calculation Tool (https://ddct.wygisc.org) to log project and obtain an assigned project number.
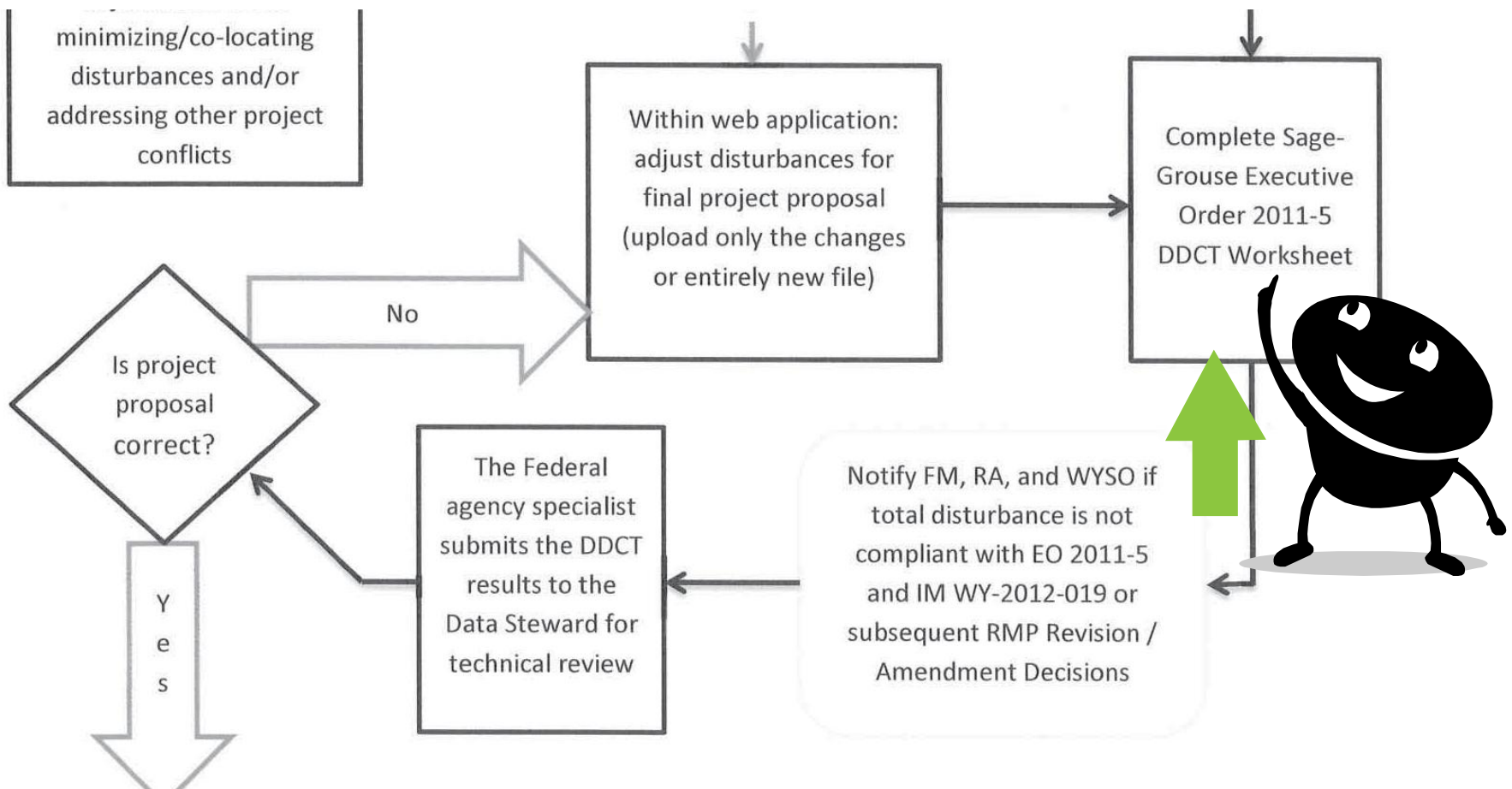
c. Within the web application, digitize or upload the proposed project. The tool will generate the project assessment area boundary (i.e., DDCT boundary).

d. **Verify all existing disturbances are included and/or digitize any existing disturbances not yet accounted for within the project assessment area by digitizing disturbance using the web application or by uploading ArcGIS shapefiles.**

   i. **If necessary conduct additional onsite visits. Make project adjustments in order to minimize/co-locate disturbances and/or address other project conflicts.**

   ii. **Using the web application, modify disturbances to reflect the final project proposal. This can be accomplished by either uploading only the changes that occurred or by uploading an entirely new file that replaces the original. If the proposed project size/shape/overall location changes, a new DDCT boundary will need to be generated and existing disturbances verified.**

Flowchart boxes:

- minimizing/co-locating disturbances and/or addressing other project conflicts
- Is project proposal correct? (decision diamond) — No / Yes
- Within web application: adjust disturbances for final project proposal (upload only the changes or entirely new file)
- Complete Sage-Grouse Executive Order 2011-5 DDCT Worksheet
- The Federal agency specialist submits the DDCT results to the Data Steward for technical review
- Notify FM, RA, and WYSO if total disturbance is not compliant with EO 2011-5 and IM WY-2012-019 or subsequent RMP Revision / Amendment Decisions

e.   Complete the entire SGEO Worksheet, providing as much detail as possible. NOTE: This worksheet serves as the primary means of documentation of EO compliance and must contain information addressing every question.

f.   Notify the Field Manager/Resource Advisor/Wyoming State Office, as necessary, if any potential EO compliance issues arise.

g.   Submit the DDCT results for technical review and the completed worksheet to the Data Steward.

   i.   If the project proposal is incorrect (missing information, existing disturbance not digitized, etc.), the Data Steward will return the project to the specialist to correct and resubmit. The Data Steward will use Mapbook as a means to communicate general submission and/or correction needs via easily downloadable pdf maps.
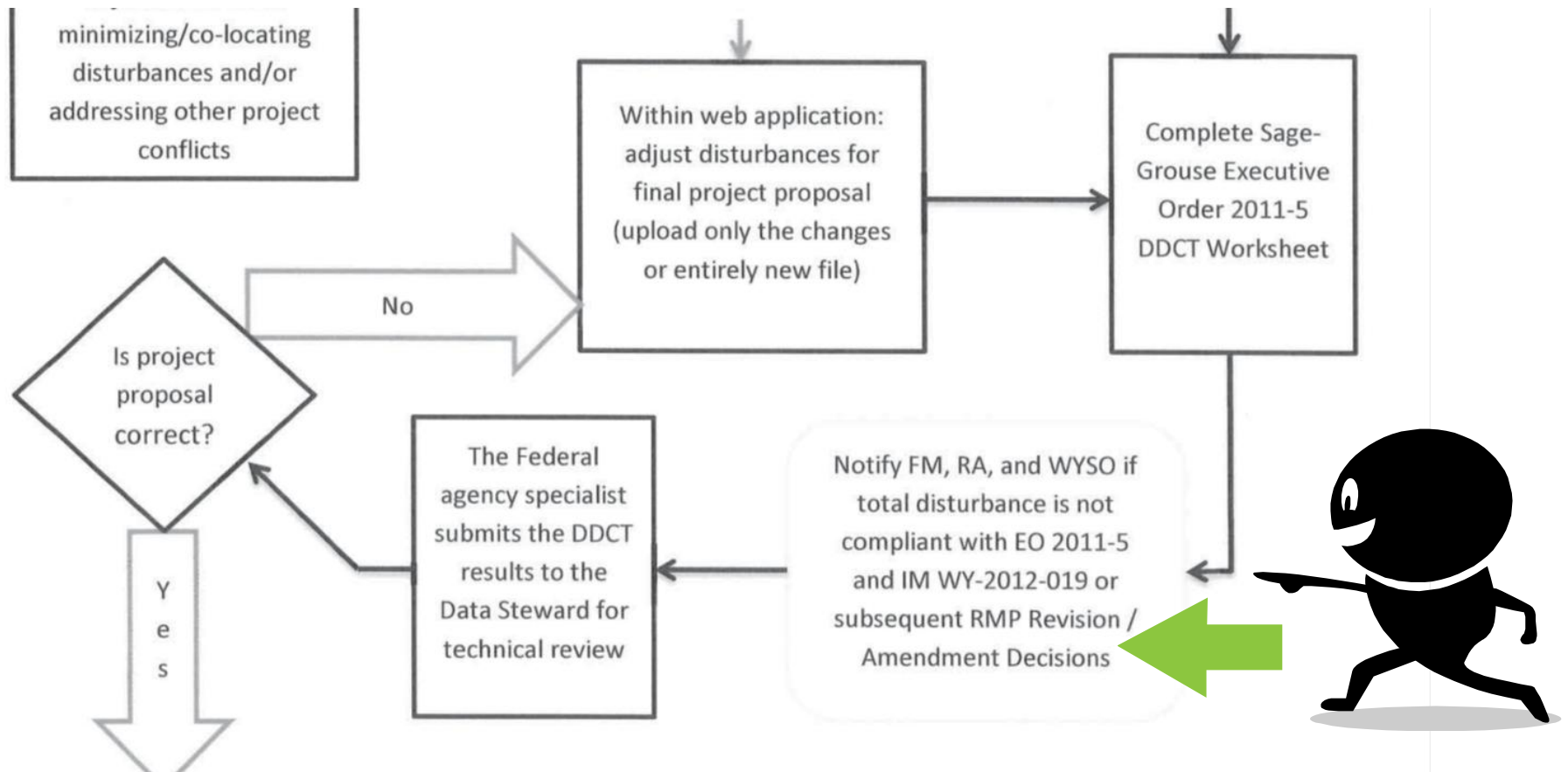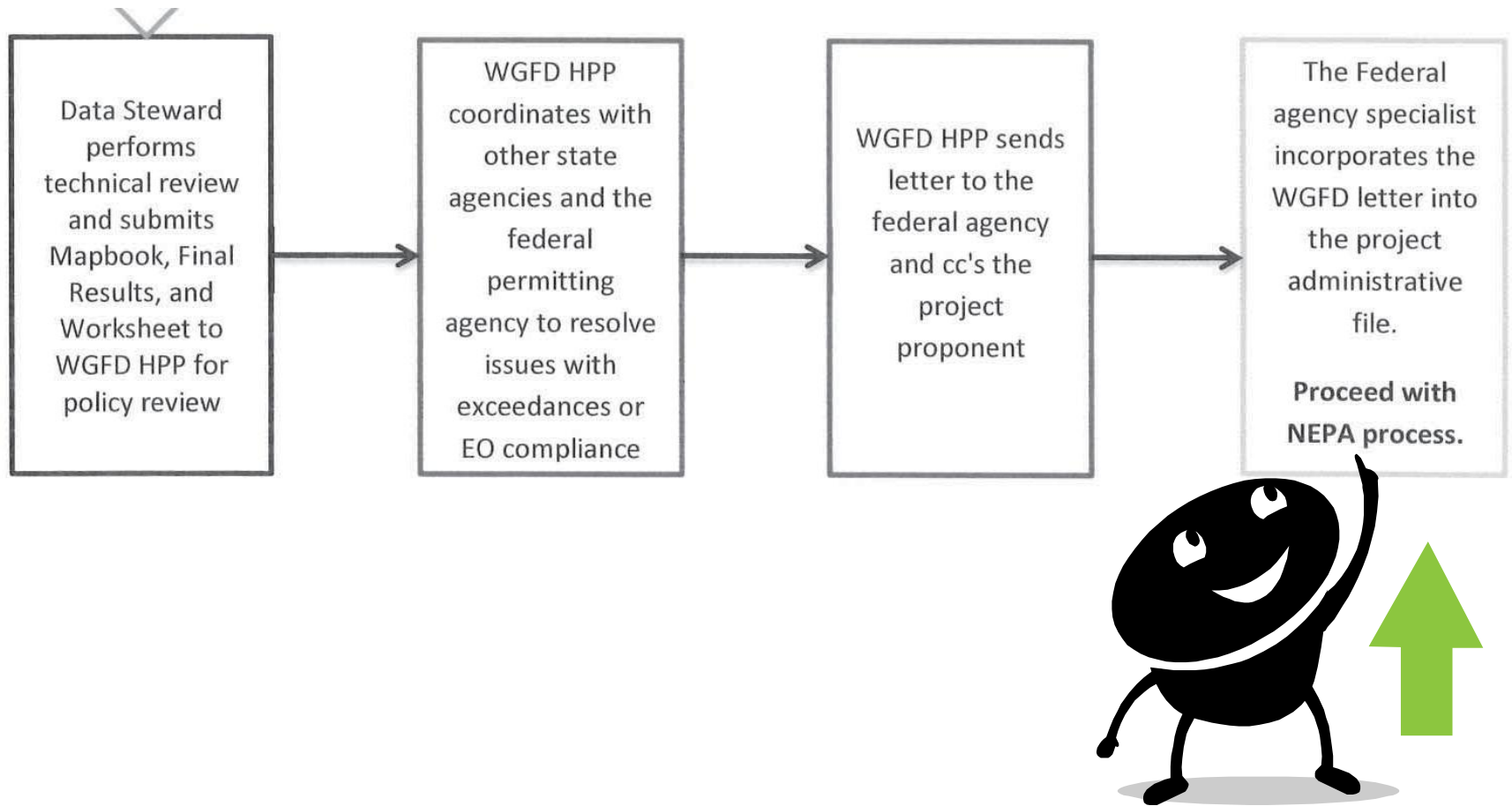
e. Complete the entire SGEO Worksheet, providing as much detail as possible. NOTE: This worksheet serves as the primary means of documentation of EO compliance and must contain information addressing every question.

f. Notify the Field Manager/Resource Advisor/Wyoming State Office, as necessary, if any potential EO compliance issues arise.

g. Submit the DDCT results for technical review and the completed worksheet to the Data Steward.

   i.   If the project proposal is incorrect (missing information, existing disturbance not digitized, etc.), the Data Steward will return the project to the specialist to correct and resubmit. The Data Steward will use Mapbook as a means to communicate general submission and/or correction needs via easily downloadable pdf maps.

```
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐     ┌─────────────────┐
│  Data Steward   │     │   WGFD HPP      │     │                 │     │  The Federal    │
│  performs       │     │ coordinates with│     │ WGFD HPP sends  │     │ agency specialist│
│ technical review│     │  other state    │     │  letter to the  │     │ incorporates the│
│  and submits    │ ──> │ agencies and the│ ──> │ federal agency  │ ──> │ WGFD letter into│
│ Mapbook, Final  │     │    federal      │     │   and cc's the  │     │   the project   │
│  Results, and   │     │  permitting     │     │    project      │     │ administrative  │
│  Worksheet to   │     │agency to resolve│     │   proponent     │     │      file.      │
│ WGFD HPP for    │     │   issues with   │     │                 │     │                 │
│  policy review  │     │ exceedances or  │     │                 │     │  Proceed with   │
│                 │     │  EO compliance  │     │                 │     │  NEPA process.  │
└─────────────────┘     └─────────────────┘     └─────────────────┘     └─────────────────┘
```

h.   Once the Data Steward determines the submissions is technically correct, he/she submits the Mapbook, final DDCT results, and completed worksheet to the WGFD Habitat Protection Program (HPP) for policy review.

i.   WGFD HPP will coordinate with other state agencies and the Federal permitting agency as needed to resolve any EO compliance issues.

j.   WGFD HPP will send a letter to the Federal agency and copy the response to the project proponent.
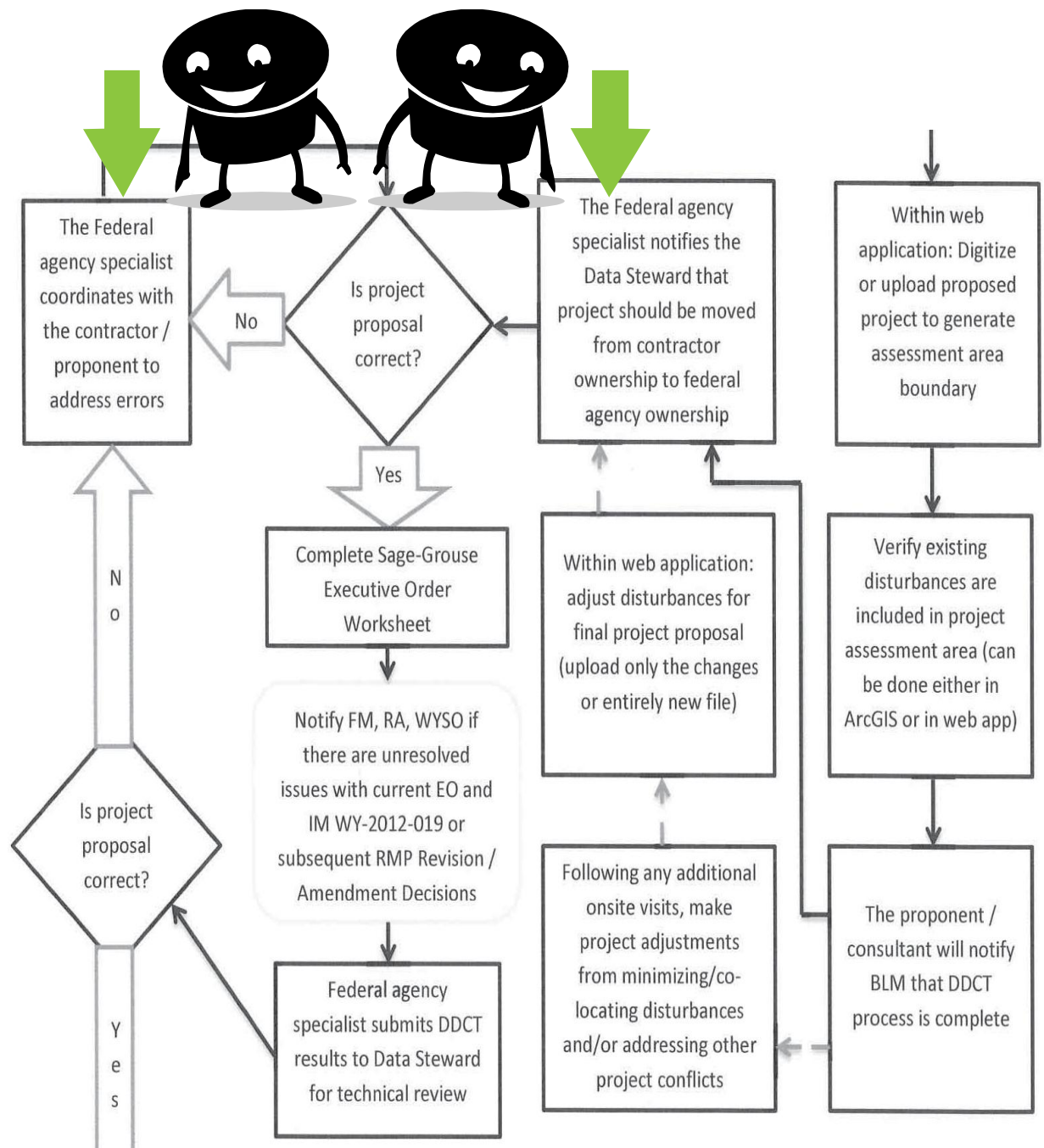
Contractor Differences

d. The project proponent/consultant will notify the BLM that the preliminary DDCT process is complete.

e. The BLM specialist notifies the Data Steward that the project should be moved from proponent /contractor ownership to BLM ownership.
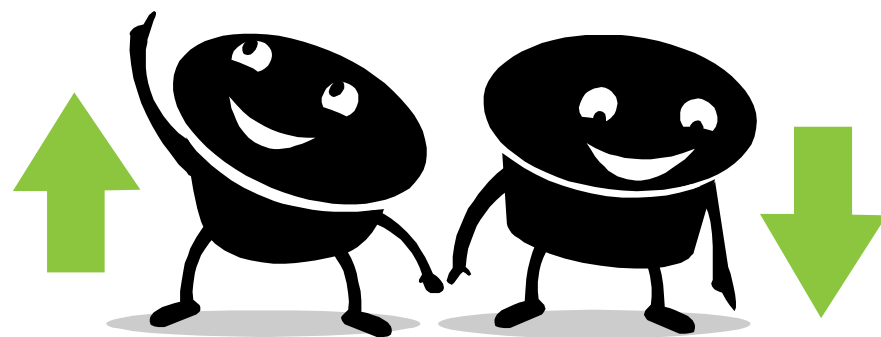
f. The BLM specialist reviews the preliminary DDCT, working with the proponent to resolve any discrepancies.

i. The BLM will conduct any necessary additional onsite visits and make project adjustments in order to minimize/co-locate disturbances and/or address other project conflicts.

ii. Using the web application, the BLM specialist will modify disturbances to reflect the final project proposal. This can be accomplished by either uploading only the changes that occurred or by uploading an entirely new file that replaces the original. If the proposed project size / shape / overall location changes, a new DDCT boundary will need to be generated and existing disturbances verified.

THE

END

QUESTIONS?